



THE CITY OF SAN DIEGO

THE EMTEK FUND - APPLICATION CHECKLIST

- **Business Profile:** Product/service description; form of business organization; mission; affiliates; location, etc.
- **Business Plan:** Introduction, product/services, market, operations, financial viability, and conclusion.
- **Projections:** Provide annual income and expense projections for the term of the loan. Include monthly projections until breakeven is achieved and annual projections thereafter. Include detailed supporting written assumptions.
- **Cash Flow Statement:** To support the company's projected performance, prepare a monthly cash flow statement through breakeven.
- **Business Financial Statements:** Fiscal year-end financial statements for the past three years, as well as current (less than 60 days old) monthly interim financial statements (Balance Sheet and Profit & Loss).
- **Business Federal Income Tax Returns:** For the prior 3 years, including all schedules.
- **Affiliate Information:** For any affiliated company, including those 20% or more owned by applicant principals, provide financial statements and tax returns as called for above
- **Schedule of All Business Debt:** Form provided.
- **Shareholder Schedule:** Provide names, amounts invested, number of shares held, share price paid, special rights, percentage ownership and purchase dates.
- **Accounts Receivable, Accounts Payable and Taxes Payable Aging:** Provide agings as of the most recent fiscal year end and interim statements. For accounts receivable, provide copies of invoices or master listing for all major accounts; for accounts payable list vendors' names and addresses and any special terms provided; for taxes payable, provide details of quarterly tax liabilities, including any unpaid periods, liens, or workout agreements. **NOTE: EmTek requires all delinquent taxes to be paid prior to funding.**
- **Copies of Contracts:** Major purchase orders, license agreements, exclusives, trademarks, copyrights, leases etc.
- **Employee List:** Provide job titles, full or part time status and current annual salaries. (Complete form provided).

SUPPORTING INFORMATION

- **Use of Proceeds Statement:** Provide a detailed breakdown of proposed expenditures of loan proceeds, with explanation and timing of each.
- **Private Matching Funds:** EmTek requires at least a matching amount of fresh private capital, preferably smart equity. Explain need/strategy to attract concurrent outside capital and target amount sought. Identify amounts invested within the past 9 months. Describe need/strategy to attract follow-on equity, if appropriate.
- **Non-Disclosure Letter:** Directed to the City of San Diego (sample provided).
- **Credit Report Authorization:** Complete, sign and return form provided.
- **Application Fee:** Provide a (non-refundable) \$250 check payable to the City of San Diego prior to processing.

PERSONAL INFORMATION

For each principal active in management holding 20% or more in company stock, please submit the following:

- **Resume:** For officers who are key to the daily management of the company.
- **Personal Financial Statement:** Complete attached form or similar format, with information less than 60 days old.
- **Personal Federal Income Tax Returns:** For the prior 3 years, including all schedules and K-1's if applicable.

Questions regarding this material may be directed to:
Cheryl Sylvester, Business Finance Officer (619) 533-7408 email: csylvester@sandiego.gov